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BRIEF INTRODUCTION & OBJECTIVE

A professional with +4 years working experience, expert in BOQ & Proposal development, contracts, project scheduling especially in Civil works related activities and project monitoring. Strong background in project & contract management along with project coordination capabilities. I am currently seeking a job opportunity that allows me to grow professionally, while being able to utilize my skills and knowledge for the betterment of the organization.

EDUCATION

Institute of Business Management 2020–2022	Master's in Business Administration(MBA)
N.E.D. University of Engineering & Technology 2012–2016	Bachelor of Engineering: Civil Engineering (CGPA 3.467)
BAMM PECHS Govt. College for Women 2010- 2011	Intermediate Pre-Engineering
Federal Secondary School 2009	Matriculation (Science)

WORK EXPERIENCE

February 1, 2017 - Currently Working
Reliance Construction Company, KHI.
Assistant Civil Engineer



RESPONSIBILITIES:

- Development of Technical & Commercial Proposal to Expression of Interest (EOI), Request for Proposal (RFP) and Request for Quotation (RFQ).
- Carrying pre-& post procurement activities for the quality delivery of material as per the specifications.
- Preparation of legal contract document and issue all appropriate legal paperwork (e.g. contracts and terms of agreement).
- Preparation of Commercial and Technical Proposals for new tenders. I/c presentations.
- Coordinating & documenting all activities related to the Project Start to Project End including different phases of design & construction.
- Planning & Scheduling of sequential civil activities on MSP & collecting progress output for action plan on weekly basis. Generating reports & performing advance analytics on Microsoft Excel to represent overall portfolio performance in scheduled weekly meetings.
- Maintaining all record of Approved document & drawing for clear distribution to right stakeholder to avoid delays to project delivery.
- Quantity take off and Formwork Estimation of the project.
- Developing project strategies and implementation plan.
- Overall detailed Project Tracking with Project Management Tools (Microsoft Project preferably).

PROJECTS

- **ENI Pakistan Limited** (Procurement & Construction of PEB Steel Structure accommodation camp for Badhra Wellheads at Bhit-Badhra Gas Field)
- **Ship Lift and Transfer Project Shipyard [PEN & TSML JV]** (Construction of Pre-Engineering steel structure Office Camp, Karachi Shipyard.)
- **K-Electric 750MW Coal Power Plant, Port Qasim** (Construction of Camp Unit for 750MW Coal Power Plant, Port Qasim Site.)
- **Project Pakistan NAVY** (Carried 03 different Projects of Construction of Pre-engineering Steel Structure Office Buildings in Naval Dockyard, Karachi Pakistan.)

- **Project DESCON, Port Qasim** (Design and Fabrication of Portable steel structure Office Camp, Karachi Shipyard.)
- **Project SEPCO III Electric Power Construction Co, Ltd.** (Carried 02 different Projects of Fabrication & Supply of Portable Steel Structure Residential Camp Port Qasim, Karachi.)
- **K. Electric DCO office, Bhadurabad, Karachi.** (Construction of Prefabricated steel structure with PU sandwich panel.)

March 7, 2016 – Nov 1, 2016

MYK Associates Pvt. Ltd., KHI.

Trainee Civil Engineer



RESPONSIBILITIES:

- Assisting in Preliminary Structural Element design (Civil) & BOQ calculations
- Cost Estimation
- Assisting in Survey & Valuation Report for the Projects.

■ PROJECTS

- Valuation Of SSGC LPG Terminal (Post Qasim)
- Valuation and Survey of International Steel Limited (ISL)
- Valuation and Survey of International Industries Limited (IIL)
- Valuation and Survey of Plastech Autosafe Pvt. Ltd.

May 2014 - June, 2014

National Engineering Services Pakistan (Pvt.) Ltd. (NESPAK), KHI.

Internship, Structure Department



- Assisted in planning and designing of reinforced concrete structures.
- Worked on Computer Modeling for seismic design of reinforced concrete structures using ETABS.

■ PROFESSIONAL MEMBERSHIPS

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- Registered Engineer - Pakistan Engineering Council (PEC)
 - Registered Engineer- Institute of Engineering Pakistan (IEP)
 - E-member - American Concrete Institute (ACI)

■ TECHNICAL SKILLS

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- Microsoft Office
 - Microsoft Project
 - Primavera P6
 - CSI SAP 2000
 - Certified Course of AutoCAD
 - SketchUP

■ PERSONAL SKILLS

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- Creative, Competent & Adaptable
 - Sound Knowledge of Basic Engineering Principles
 - Highly Dedicated & Hardworking
 - Strong Written Communication & Presentation Skills
 - Project Management.

■ REFERENCES

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- References will be gladly furnished upon request.